

SOUTH CENTRAL ALABAMA DEVELOPMENT COMMISSION

PLANNER

The South Central Alabama Development Commission (SCADC), a regional agency supporting seven counties and their municipalities in the central Alabama area, is seeking qualified applicants for a Planner position. Starting salary is based on experience.

Description: Under the direction of the Planning & Economic Development Director, maintains an appropriate office schedule, communicates with and provides information to the public, prepares work plans and schedules field activities, and prepares and maintains necessary administrative records, reports, and files. Researches and reviews professional planning literature and pertinent laws and regulations, compiles and/or directs the compilation of data, attends professional conferences and seminars, and assists in establishing data management linkages with other organizations. Conducts and/or participates in comprehensive, developmental, and regulatory planning projects, provides staff support to pertinent committees and planning-related groups. Identifies potential applications for data generated by planning departments, designs and presents appropriate formats for such applications. Researches IT and GIS applications and confers with member governments and planning agencies to determine needs. Researches, collects and compiles data and conducts field surveys to determine accuracy of data, produces maps, graphs, charts, and plans. Serves as technical advisor to governmental officials, boards, and organizations in relation to zoning ordinances, subdivision regulations, design guidelines, access issues, and special district plans and ordinances. Assists the Director in preparing project status reports, and other pertinent administrative or representational functions, as requested.

Essential Requirements: The applicant must have the ability to:

- Research and develop plans and administer planning and development projects. Research and develop grant applications and administer grant awards.
- A working knowledge of ESRI ArcGIS software is preferred. Must be able to produce maps, reports, spatial databases, thematic data sets, parcel map data and other tasks according to agency needs and requirements.
- Complete field surveys utilizing laptops, tablets, digital cameras, handheld computers (MS Pocket PC-based), and/or GPS equipment.
- Be proficient with IBM-compatible computers and peripherals and have a working knowledge of the following software applications: MS Office; publishing and photo-editing suites; file compression/ZIP utilities; and MS Internet Explorer. Ability to learn new applications a plus.
- Operate basic office equipment including (but not limited to): copier; fax; and adding machines.
- Possess a valid Alabama Driver's License.

Experience: Some experience and knowledge of local government operations is desirable, but not required. This position involves public contact; subsequently the successful candidate will possess strong written and oral communication skills. Experience in the planning, community/economic development, and/or GIS domains are preferred. The successful candidate must be willing to potentially work some nights, weekends, and holidays.

Education: Minimum of a Bachelor's degree from an accredited college or university in regional and urban planning/development, public administration, political science, geography, or related field. Applicants without prior experience in any of the said fields must attach an advisory copy of their college transcripts to their application.

Application: Submit cover letter, resume, advisory transcripts (see above), abbreviated portfolio (optional), and any pertinent information via one of the following methods:

Mail:
SCADC
Attn: Stacey Webb
5900 Carmichael Place
Montgomery, AL 36117-2345

Fax:
334.271.2715 or 270.0038

Email:
swebb@adss.state.al.us

Closing Date: Open until filled.

For more information, please contact Stacey Webb at the above email address or 334.244.6903 ext. 133. Information may also be available at: www.scadc.state.al.us.